



City of Rochester
Building Safety Department
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REQUEST FOR MODIFICATION OF EGRESS **WINDOW REQUIREMENT**

This worksheet is designed to help you request an administrative modification of the egress window requirements. It outlines the information that is required to assess your request for a modification. You may use this form or provide your own letter incorporating the same information. The following information should be included:

Owner of the rental property

Address

City/State/Zip

Contact phone number

Address of the rental property:

Type of unit (i.e. single family dwelling, duplex, apt. building)

Year (approximately) structure was built?

Type of construction (i.e. wood frame, masonry)

Location of Window

Size of Window

Sill Height

If it is impractical to change, why?

[For example: next to driveway, masonry construction, compromise the integrity of the structure, historical structure]

What you suggest as an alternative to help compensate for the non-compliant windows.
[For example: I will agree to arrange for a licensed electrician to apply for an electrical permit and install a hard-wired smoke detector in the bedroom/s. I understand that I cannot perform this installation since I am not a licensed electrician according to R.C.O 34.24, MN Electrical, Licenses 326.242, Subd 6.]

How will it provide an approximately equivalent level of safety for the occupants?

[For example: By installing a hardwired smoke detector in the bedroom, the detector will be less likely to be tampered with and will provide a more reliable and timely method of warning the tenant of smoke or fire, giving the tenant additional time to navigate the opening.]

It is recommended that this information be supplied within 30 days of receiving your correction letter. You do not give up your right to appeal if you feel this administrative procedure does not adequately resolve your correction order.

Signature

Date

You may fax, mail, e-mail or deliver your request:

**Building Safety Department
Attn: Susan LeGare-Gulden
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slegare@rochestermn.gov**